

Using multiple sheets

Why use multiple sheets?

Chapter 1, Introduction, introduced the concept of multiple sheets in a spreadsheet. Multiple sheets help keep information organized; once you link those sheets together, you unleash the full power of Calc. Consider this case:

John is having trouble keeping track of his personal finances. He has several bank accounts and the information is scattered and disorganized. He can't get a good grasp on his finances until he can see everything at once.

To resolve this, John decides to track his finances in LibreOffice Calc. John knows Calc can do simple mathematical computations to help him keep a running tab of his accounts, and he wants to set up a summary sheet so that he can see all of his account balances at once.

✓ Note

For users with experience of using Microsoft Excel: what Excel calls a *workbook*, Calc calls a *spreadsheet* (the whole document). Both Excel and Calc use the terms *sheet* and *worksheet*.

Setting up multiple sheets

Chapter 1, Introduction, gives a detailed explanation of how to set up multiple sheets in a spreadsheet. Here is a quick review.

Identifying sheets

When you open a new spreadsheet it has, by default, one sheet named *Sheet1*. You can specify a different number of sheets to be created in a new document, or a different prefix name for new sheets, by going to **Tools > Options > LibreOffice Calc > Defaults** on the Menu bar (Figure 361).

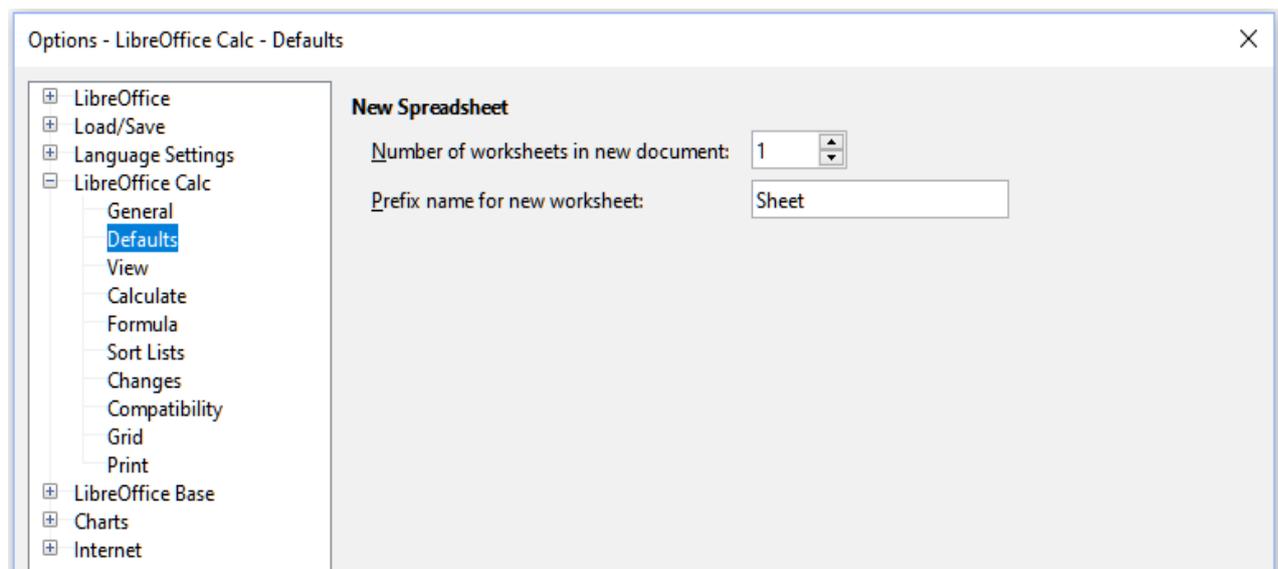


Figure 361: Options LibreOffice Calc Defaults dialog

Sheets in Calc are managed using tabs located at the bottom of the spreadsheet.